

EXCO Teleconference
Dec 19, 2009 at 15:00 GMT
DRAFT Minutes
Telephone: +1 978-964-0049; code 310673#

NEXT MEETING: JANUARY 9, 2010 AT 15:00 GMT

Actions are identified in Italics and Underline

Attendees: Gary, Mirek, Pramod, Kim, Pablo, Penny

1. Greetings, quick updates, comments
2. Review and agree on the agenda – 3 items added
3. Review of notes from meeting of Dec 5 – no changes
4. Email EXCO decisions made since last meeting
 - Stamp Fee Committee: The Stamp Fee Committee will decide how they will involve resource people. EXCO will forward to the Stamp Fee Committee the names of people who have expressed interest.
 - Claudio's expenses and honorarium of Eur382.60 will be paid.

Added agenda items:

Host List Reliability Plan:

- Individual comments on the plan are to be sent to Pablo
- Action: Mirek will divide the budget into more detailed items, including identifying where the \$800 for the Host List Reliability project fits into the budget. He will circulate it. It will be discussed at the next EXCO meeting.
- Mirek will also lead a discussion at the next meeting about the current budget deficit.
- DECISION: Pablo should proceed, assuming that there will be budget for his work.

Treasurer Stamp for Mirek – Eur 7.50

- This item was intended as information, to ensure no objections
- DECISION: Routine petty expenses for official work do not require individual approval by EXCO. It is assumed and required that individual EXCO members will act reasonably and responsibly.

Marco Burlando's invoice #57

- LV received invoice #57 from Marco Burlando related to this contract. He indicated that he did not have a signed contract for the work.
- On Dec 16, 2009 Omer sent a scan of the 2009/2010 contract that was signed with Marco Burlando.
- DECISION: That the invoice should be paid.
- Action: Gary to inform LV of the decision.

5. Financial

- a. Dolphin and SOL accounting in 2010 (Mirek)
 - EXCO needs more time to decide on this item

- DECISION: The ICT team will be appointed after the SOL team and old ICT finish their joint planning discussions.
 - DECISION: Inform SOL and old ICT that EXCO will finalize the accounting processes for the two budget lines early in 2010.
 - DECISION: Inform ICT that based on the accounting processes for 2010, a new contract for 2010 with Marco Burlando will be required.
 - Action: Penny will draft a letter to the old ICT explaining these decisions.
- b. Mirek's email re: financial issues (Mirek)
- Mirek had circulated a draft 'Routine Approval of Expenses for SI' and some comments were made.
 - It was suggested that the Financial Operating Procedures should be updated to include the requirement to get approval of expenses in advance, before they are paid or refunded.
 - DECISION: EXCO supports the 'Routine Approval of Expenses for SI' policy
 - Action: Mirek will finalize his 'Routine Approval of Expenses for SI' and circulate it for approval.
- c. Create Budget committee (Gary, per Mary Jane)
- The 2009 passed a motion that the budget would be reviewed and updated each year to actually reflect actual income and expenses. The updated budget to be approved by distant vote.
 - DECISION: A Budget Committee will be created in early 2010 to prepare for the Distant Vote on the budget.
- d. Publication of expense payments (Gary)
- DECISION: EXCO supports the idea of publishing EXCO expenses periodically.
 - Action: Mirek to propose a format.
- e. How to reimburse Servas volunteers for small expenditures like Skype subscription, telephone charges, photocopying, printing etc. – 2 ideas have been sent by email:
- Credit and debit notes via country stamp fees (Pramod, Pablo)
 - Gather requests for a time and send to 1 person to distribute to the others (Mirek)
 - It was suggested that a minimum refund amount should be established.
 - Action: Mirek will continue to gather ideas, and then bring a proposal to a future meeting.
6. Peace Secretary Report (Kim Soo Jong) (sent separately)
- Claudia Sagi of Israel has accepted the role of Peace Coordinator, working with Kim
 - Work on the Peace Course is ongoing. Kim has requested 3 brochures from Martin Krajcik to use in publicizing the Peace Course in different countries.
 - Kim is seeking more stories for the Servas book. It was suggested that there be an article in the SI News about it.
 - Action: Kim and Penny will bring a SI letterhead to EXCO.

- Kim proposed a new Servas song with simpler words. EXCO will think about it and it will be discussed at a future meeting.
- Kim proposed that letters of appreciation should be sent to people who do work for SI. Action: Gary and Penny will suggest a letter and list of recipients.

7. Communications

- Next steps re: 2009 GA Decisions spreadsheet (Penny)
 - Action: EXCO members will review the spreadsheet and sent updates to Penny. (Version 3 is attached with the minutes)

12. Next meeting date: January 9, 2010

Meeting Adjourned

THE FOLLOWING AGENDA ITEMS WERE NOT DISCUSSED.

- Check list for deadlines (Gary)
 - Communication with NSs - update (Penny)
- Response to appeal for volunteers: 2 volunteers: Claudia Sagi (Membership or ICT) and Alejandro Gissoski (UN Observer and Peace Ambassador) (Gary)
 - Face-to-face meeting planning – location and timing (Gary)
 - GA 2012 (Gary)

OTHER BUSINESS

- Other business